



CALIFORNIA STATE TREASURER'S OFFICE

California State Government-An Equal Opportunity Employer-Equal Opportunity to All Regardless of Race, Color, Creed, National Origin, Ancestry, Sex, Marital Status, Disability, Religious or Political Affiliation, Age, or Sexual Orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA).

ACCOUNTING ADMINISTRATOR II

DEPARTMENTAL - PROMOTIONAL

It is an objective of the State of California to achieve a drug-free workplace. An applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

DEPARTMENTAL FOR:
STATE TREASURER'S OFFICE

FINAL FILING DATE: December 2, 2011

Applications (Form 678) must be POSTMARKED by the U.S. Post Office no later than the final filing date. Applications postmarked, personally delivered after 5:00 p.m., or received via interagency mail after the final filing date will not be accepted for any reason.

State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814
Attn: Testing Office
(916) 653-3100

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

If you have a disability and need special testing requirements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

It is anticipated that interviews will be held during DEC 2011

SALARY RANGE: \$5576 - 6727

WHO SHOULD APPLY:

COMPETITION LIMITED TO STATE EMPLOYEES

Applicants must have a permanent civil service appointment with one of the departments listed above **OR** must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; **OR** 2) a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; **OR** 3) a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

NOTE: Applicants applying under Government Code § 18991 must provide documentation of retirement or honorable discharge from the United States Military, with a copy of your DD214.

EMPLOYMENT REQUIREMENTS

Persons successful in this exam will be required to undergo a background investigation prior to appointment, which includes but

may not be limited to, fingerprinting and disclosure of criminal records.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:
(**NOTE:** All applicants must meet the education and/or experience requirements for this examination by the final filing date).

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I" "Or II" "Or III" etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II may be admitted to the examination as meeting 100% of the overall experience requirement.

EITHER I

EXPERIENCE: One year of experience in California State service performing the duties of a professional accounting class or auditing class equivalent to Accounting Administrator I (Specialist) or Accounting Administrator I (Supervisor).

OR II

EXPERIENCE: Five years of increasingly responsible professional accounting or auditing experience. For at least one year, this responsibility must have been at a level equivalent to supervising a staff in the operation of a complex accounting system. [Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class at a level of responsibility not less than that of an Accounting Administrator I (Specialist) or Accounting Administrator I (Supervisor).] (Experience in the California state service may be applied toward the total experience requirement on a proportional basis.)

AND

EDUCATION: Either:

1. Equivalent to graduation from college, with specialization in accounting; Or.
2. Completion of the equivalent of 45 semester units given by a collegiate-grade residence or correspondence institution, of which 24 units must include courses in financial accounting, managerial accounting, intermediate/advanced accounting, fund/governmental accounting, cost accounting, auditing, business law, computer applications/management information systems. (Persons who will complete the course work requirements during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

THE POSITION

This is the full supervisory level in the series where the majority of the time is spent on administrative and supervisory activities. Positions at this level supervise a group of professional or analytical and semiprofessional accounting staff performing accounting and other fiscal related work or direct a variety of specialized or central control fiscal activities, typically through subordinate supervisors at the Accounting Administrator I (Supervisor) level.

This level, under general direction, either:

- 1) Performs as the Chief Accounting Officer in a medium-complex or large-standard accounting office
- 2) Performs as a multi-section supervisor in a large-complex or large-standard accounting office
- 3) Performs as a sectional manager in a very large-complex accounting office

Positions exist in Sacramento

EXAMINATION INFORMATION

This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal Interview - Weighted 100.00%

Scope:

A. Knowledge of:

1. Accounting principles and procedures
2. Governmental accounting and budgeting
3. The uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations
4. Principles of business management, including office methods and procedures

5. Principles of public finance
6. Business law
7. Principles and techniques of personnel management and supervision, including planning, organizing, and directing the work of others
8. The department's Equal Employment Opportunity objectives
9. A manager's role in the Equal Employment Opportunity program and the processes available to meet the objectives

B. Ability to:

1. Apply accounting principles and procedures
2. Analyze data and draw sound conclusions
3. Analyze situations accurately and adopt an effective course of action
4. Prepare clear, complete, and concise reports
5. Make sound decisions and recommendations in regard to professional accounting problems in maintaining control of a departmental budget
6. Establish and maintain cooperative relations with those contacted in the work
7. Speak and write effectively
8. Plan, organize and direct the work of others
9. Effectively contribute to the department's Equal Employment Opportunity objectives

Special Personal Characteristics:

1. Ability to qualify for a fidelity bond

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the departments listed above. This list will be abolished 12 months after it is established unless the conditions of the list warrant the change in this period.

Veterans Preference points are not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Testing Unit in Sacramento (916) 653-3100 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the Testing Unit in Sacramento, (916) 653-3100 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be scheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the State Treasurer's Office.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Treasurer's Office reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional, (2) departmental promotional, (3) multidepartmental promotional, (4) servicewide promotional, (5) departmental open, (6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: (1) passing the General Educational Development (GED) test; (2) completion of 12 semester units of college-level work; (3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or (4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

STATE TREASURER'S OFFICE

Testing Unit • 915 Capitol Mall, Room 538 • Sacramento, CA 95814 • Telephone: (916) 653-3100

TDD Phone: (916) 654-9922

California Relay (Telephone) Service for the Deaf or Hearing-impaired: From TDD phones: 1-800-342-5966

From Voice phones: 1-800-342-5833

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device